



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876

FINANCE COMMITTEE

David Aznavoorian, Chairman
Damin Sutherby, Vice Chair
Rob Kocsmiersky, Clerk
Raymond Lisiecki
Thomas L. Cooke
Laurence Sanford
Paul McDermott

Meeting Minutes January 29, 2015

1) Call to Order

The meeting was called to order by David Aznavoorian at 7:05 p.m. at the Police Station's Community Training Room. Present at the meeting were Tom Cooke, Ray Lisiecki, Larry Sanford, Paul McDermott, Damin Sutherby, and Rob Kocsmiersky. Also present were Richard Montuori, Town Manager, and Karen Kucala, Finance Director.

2) Town Manager and Finance Director Reports (as applicable)

Mr. Montuori noted that the FY2016 budget is 99% complete. Mr. Montuori will be presenting his recommended budget to the Board of Selectmen at their February 3, 2015 meeting. Mr. Montuori will provide the Finance Committee members with a copy of the budget presentation next week. The budget is on par with last year's schedule and looks good so far with no major issues. Mr. Montuori noted that there are no definitive state numbers as of yet. Mr. Aznavoorian noted that the state has indicated level funding.

Mr. Montuori reviewed the Special Education issue that unexpectedly arose within the School Department budget. Mr. Montuori and the School Committee have determined a plan to offset the FY2015 needs by utilizing circuit breaker money as well as some retiree money. In addition, there is a surplus within the Shawsheen Tech budget that can be transferred. There has been discussion of setting aside \$725,000 for unanticipated out-of-district placement money in the FY2016 budget. Mr. Aznavoorian noted that he and Mr. Lisiecki were also involved in these discussions. Mr. Sanford asked how many students and how much of a deficit there is for this current year. There are approximately 81 - 83 students and a \$1.8M deficit for out-of-district placement. Mr. Montuori noted that the circuit breaker money was to take care of the FY2015 unexpected special education deficit. Mr. Cooke had questions about whether this issue should be brought to town meeting. Mr. Montuori explained that they were not looking for how this happened, but what can be done as a potential fix. If a new fund is approved in the upcoming budget, the School Committee can only utilize that fund when all other money in their budget has been spent and only with Finance Committee approval as a lateral transfer. Mr. Montuori also noted that he believes that an override should be strongly considered. Mr. Aznavoorian noted that other communities are having similar issues.

3) Lateral & Reserve Fund Transfers

Lateral Transfers

No.	Amount	From	To	Reason
15	\$10,000.00	Police Reserve Dispatch	Police Dispatch Overtime	This transfer is requested to fund this account thru June 30, 2015.

Present was Police Chief Timothy Sheehan. Chief Sheehan explained the need for the police dispatch overtime and that this budget item is level funded for FY2016. This line item is dependent upon State grant money.

MOTION: Mr. Sutherby made the motion to approve Lateral Transfer No. 15 as presented above; seconded by Mr. Sanford and the motion carried 7-0.

Reserve Fund Transfers

No.	Amount	To	Reason
GRF-1	\$6,878.70	Police - Repairs/Maintenance	This transfer is requested to cover the cost of a PowerEdge T4200 Domain Server and Dell Sonic FireWall NSA 250

No.	Amount	To	Reason
GRF-2	\$19,604.00	Police - Professional Services	This transfer is requested to pay SHI for Network Maintenance – Delphi Technology Solutions

Chief Sheehan explained that on December 8, 2014, one of the police department computers acquired a software virus (cyber terrorism attack). The virus attacked server data and went into IMC data and locked out everyone. Users could not access any records. The town ultimately paid the \$500 bitcoin ransom to get unlocked. The consultant from Delphi worked with the department to make the system is more secure. There are a number of steps left that need to be taken to ensure the department's systems are made secure.

MOTION: Mr. Cooke made the motion to table General Fund Transfers Nos. GRF-1 & GRF-2 until the next Finance Committee meeting to allow the members time to review the information that has been presented; seconded by Mr. Sanford and the motion carried 7-0.

Mr. Aznavoorian requested the members forward their questions regarding the transfers to his attention and he will forward the questions to Chief Sheehan and Ms. Kucala.

Mr. Cooke expressed concerns with the amount being requested from the Reserve Fund and explained that he wants to be careful about prioritizing issues when utilizing the Reserve Fund.

Mr. Sutherby asked how susceptible the School's computer system is to this same kind of attack. Mr. Aznavoorian noted that the school department's systems are new and should be sound.

Snow & Ice over expenditures

Mr. Aznavoorian noted that the Committee has been presented with three Snow & Ice over expenditure approvals for Finance Committee to review.

MOTION: Mr. Cooke made a motion to table the Snow and Ice over expenditure approvals until the next Finance Committee meeting to allow the members to review the information presented; seconded by Mr. Sanford and the motion carried 7-0.

3) Finance Committee Matters of Interest (as applicable)

There were no items to discuss.

4) Committee Member Reports (as applicable)

Green Committee

Mr. Cooke explained that the state grant request has been approved in the amount of \$180,000. The Green Committee will be meeting again next and have invited the consultant from Guardian Energy Solutions to attend to discuss the grant request for next year. It is unclear if the new state government will make any changes to this program.

Economic Development Committee

Mr. Sanford noted that there is no news to report. The Economic Development Committee will be meeting next week.

Mr. Cooke suggested looking into Sports Authority for the old Home Goods location.

5) Approval of Meeting Minutes – December 18, 2014, August 21, 2014, September 4, 2014, and September 18, 2014

MOTION: Mr. Lisiecki made the motion to approve the December 18, 2014 meeting minutes as presented; seconded by Mr. Sanford and the motion carried 7-0.

MOTION: Mr. Lisiecki made the motion to approve the August 21, 2014 meeting minutes as presented; seconded by Mr. Sanford and the motion carried 7-0.

MOTION: Mr. Lisiecki made the motion to approve the September 4, 2014 meeting minutes as presented; seconded by Mr. Sanford and the motion carried 7-0.

MOTION: Mr. Lisiecki made the motion to approve the September 18, 2014 meeting minutes as presented; seconded by Mr. Sanford and the motion carried 6-0-1. Mr. Cooke did not take part in this vote as he was not present at the September 18, 2014 meeting.

6) Approval of Recording Secretary and Timesheet

There was no time sheet presented for approval.

7) Future Proposed Meeting Dates (subject to change)

The next meeting has been scheduled for Thursday, February 5, 2015 at the Pike House.

Adjourn.

MOTION: Mr. Cooke made the motion to adjourn at 8:38 p.m.; seconded by Mr. Sanford and the motion carried 7-0.

Approved: March 12, 2015

Documents Presented and/or Discussed January 29, 2015

- 1) Lateral Transfer Request #15
A copy can be found with the Finance Department
- 2) General Fund Transfer Request #1
A copy can be found with the Finance Department
- 3) General Fund Transfer Request #2
A copy can be found with the Finance Department
- 4) Meeting Minutes – August 18, 2014, September 4, 2014, September 18, 2014,
December 18, 2014
A copy can be found with the Town Clerk's office or with the Recording Secretary
- 5) SPED Out of District Tuition District Deficit Resolution 1/15/2015
A copy can be found with the Town Manager
- 6) Supplemental documentation for the General Fund Transfer requests
Copies can be found with the Finance Department or Chief of Police